

REQUEST FOR PROPOSAL (RFP)
SUPPLY OF PERSONAL PROTECTIVE EQUIPMENT AND TRICYCLES TO WOMEN SHEA COOPERATIVES

About this RFP

The purpose of this Request for Proposal (RFP) is to invite suppliers to furnish proposals for the supply of a selected range of personal protective equipment (PPE) and tricycles to the Global Shea Alliance (GSA) in accordance with all applicable terms and conditions and the requirements defined in this RFP. The supplied PPE and Tricycles will be for use in the 5 Northern regions of Ghana under the Shea Business Empowerment Program (SBEP) being implemented in partnership with the Mastercard Foundation.

About the Global Shea Alliance

The Global Shea Alliance (GSA) is a non-profit industry association established in 2011. The alliance has 919 members from 39 countries including women's groups, brands and retailers, suppliers, and NGOs. Through public private partnerships, GSA promotes industry sustainability, quality practices and standards, and demand for shea in food and cosmetic products. The Alliance promotes industry sustainability, quality practices and standards and demand for shea in food and cosmetics. The GSA's mission is to design, develop and deliver strategies that drive a competitive and sustainable shea industry worldwide, improving the livelihoods of rural African women and their communities.

Objective of the RFP

The Global Shea Alliance (GSA) invites suppliers to furnish competitive price and lead time proposals, among others, for the selected range of PPE and tricycles. The successful supplier from this RFP process will be given the awards to supply the PPE's.

Please find below the minimum specifications and supplementary information required.

PPE's

SN	Product Description	Quantity
01	Raincoat: <ul style="list-style-type: none">• PVC coated raincoat• Waterproof• Retain body heat• Provides excellent protection from the rain	24,000 pcs
02	Knit Nylon Nitrile Coated Work Gloves <ul style="list-style-type: none">• Impact and cut resistant to keep hands safe from smash and pinch• Abrasion resistant: sandy nitrile coated palm and improved grip for wet or dry applications• Flexible comfort: breathable, seamless, soft knit material for long lasting strength and performance	24,000 pairs
03	Medium Standard Workplace First Aid Kit <ul style="list-style-type: none">• CE certified and BS compliant, kit must be contained in a sturdy, durable case with a hinged lid that provides easy access to the first aid essentials inside. A grab handle for easy carriage and must be marked 'First Aid' for easy identification. The kit must contain: <ul style="list-style-type: none">• Disposable heat retaining foil blankets, adult• Microporous tape• Sterile moist cleansing wipes• Non sterile disposable triangular bandages	40pcs

	<ul style="list-style-type: none"> • Scissors • Nitrile powder free gloves, large pairs • Dressings 10cm X 10cm • Large and medium and finger HSE sterile dressings • Conforming bandages • Wash proof plasters, assorted sizes • First aid in an emergency booklet 	
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TRICYCLES

Description	Technical Specifications	Qty Required
Tricycle	<ul style="list-style-type: none"> • Engine type: Air Cooled, 4 stroke, single cylinder • Displacement: 200mL • Starter type: Electric and kick • Ignition type: CDI • Transmission type: 5 gear non recycle • Final transmission: Shaft driven • Max speed: 80km/h • Clutch: Manual Multi Chip • Battery: 12V, 12AH • Fuel tank capacity: 19L • Max Loading capacity: 1000Kg • Front tyre: 5.00 – 12 – 8PR • Back tyre: 5.00 – 12 – 8PR • Bucket size L*W*H: 2000*1300*560 • Overall size L*W*H: 3620*1350*1980 	180 units

Supplementary Information

GSA will consider quality, cost, delivery, customer service and Innovation in determining awards to suppliers. GSA's Quality Assurance (QA) unit will conduct a product qualification exercise for each PPE and tricycles based on the minimum specifications provided before it can be approved and supplied.

Evaluation Criteria

- Quotations will be evaluated based on conformity to the Request for Proposal (RFP)
- Quotations must include technical datasheet or catalogue of the type of PPE and tricycles and any other supporting documents.

Applicants must review the table below as the evaluation committee will neither make assumptions nor draw inferences regarding missing or incomplete information. The submission of incomplete information could result in the rejection of the proposal.

Proposal Requirement
<ul style="list-style-type: none"> • Company profile with registered address • Functional email address and telephone number • Point of contact for the applicant

Submission of Request for Proposal

Suppliers should submit their proposals via email to the GSA Secretariat and addressed to Michael Sakyi, Procurement at msakyi@globalshea.com not later than 5pm, 12th January, 2024.